

# 2018 Kids Teaching Kids Week

## Event Host Timeline



### Term One: January - March

<p>January/ February</p>	<p>Register event</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Seek approval and support from Principal/General Manager/CEO</li> <li><input type="checkbox"/> Read <i>Inspiring the Next Young Environmental Leader</i>, pg. 6-8, 50-63</li> <li><input type="checkbox"/> Approach colleagues and community members for support. Consider delegating roles to individuals.</li> <li><input type="checkbox"/> Download Host Support documents from Kids Teaching Kids website – <a href="http://www.kidsteachingkids.com.au">www.kidsteachingkids.com.au</a></li> </ul>
<p>March</p>	<p>Event details</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm event date and venue</li> <li><input type="checkbox"/> Confirm theme (you don't necessarily need to have a theme, instead you can leave it open)</li> <li><input type="checkbox"/> Confirm number of workshops and workshop length (How many rooms do you have access to?)</li> <li><input type="checkbox"/> Confirm capacity (How many schools/students are you aiming for?)</li> <li><input type="checkbox"/> Confirm target year levels (Are you open to both primary and secondary?)</li> </ul> <p>Mentors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Put a call out to other people within your organisation and/or partner organisations for mentors             <ul style="list-style-type: none"> <li>- Mentors bring real world learning and expertise to workshops; they are the fact checkers and can provide opportunities for meaningful projects/outcomes</li> <li>- The relationship between school and mentor varies; some mentors are heavily involved in the workshop development while others may just run an excursion to give the students the real world context for their topic</li> </ul> </li> </ul> <p>Advertise event</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create event flyer</li> <li><input type="checkbox"/> Advertise and promote KTK Week event through existing networks             <ul style="list-style-type: none"> <li>- Local councils, environmental education providers, Principal's network</li> </ul> </li> </ul>

### Term Two: April - June

<p>April</p>	<p>Schools register</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schools register to attend your event</li> <li><input type="checkbox"/> Confirm which schools will present a workshop or mainstage performance</li> </ul> <p>Partnerships and mentors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read pages 52-56 in <i>Inspiring the Next Young Environmental Leader</i></li> <li><input type="checkbox"/> Seek sponsorship from potential partner organisations, eg. supermarket to provide lunch etc</li> <li><input type="checkbox"/> Seek collaboration with other organisations for outdoor, hands on environmental activities or potential mentors for schools</li> </ul> <p>Update Kids Teaching Kids</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Let Kids Teaching Kids know details as they are confirmed:             <ul style="list-style-type: none"> <li>- Date, venue, catering</li> <li>- Schools registered (we will send presenting schools a copy of <i>Inspiring the Next Young Environmental Leader</i> if they are new to the program)</li> </ul> </li> </ul>
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<p>May</p>	<p><b>Develop the program</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Draft a timetable for the day. The actual timetable is likely to change, but having a draft timetable will let schools know how the day might run</li> <li><input type="checkbox"/> Things to keep in mind: <ul style="list-style-type: none"> <li>- How long schools will need to travel to get to your venue; what time can you realistically start/finish?</li> <li>- Allowing time for schools to set up their workshop during break times</li> <li>- Ideally, schools will run their workshop twice</li> <li>- Change over time between workshop rotations (eg. 5 mins)</li> <li>- Range of topics being covered (schools should have locked in their topic by now and be planning out the activities)</li> <li>- Having a buffer if things don't run to time</li> </ul> </li> </ul>
<p>June</p>	<p><b>Confirm details with schools</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> With the end of Term 2 approaching, you should be confirming details with schools <ul style="list-style-type: none"> <li>- Number of students they are bringing (audience and presenting)</li> <li>- Dietary requirements (if you are providing catering)</li> <li>- Collect workshop plans from presenting schools</li> <li>- Request photo release forms</li> </ul> </li> </ul> <p><b>Firm up the logistics</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> You should have a draft timetable, so now is the time to start thinking about other logistics of the day <ul style="list-style-type: none"> <li>- Create yourself a detailed run sheet - What do you need to be doing and when?</li> <li>- What volunteers/staff will you need? Eg. set up/pack up, registration desk, room leaders, catering, photographers</li> <li>- VIPs – are there any guest speakers that you need to invite, local mayor/councilor, local member of parliament</li> <li>- Break out rooms – adequate number, not large distances between them, requirements (eg. AV, tables/chairs, whiteboards, powerpoints)</li> <li>- Make sure you have roughly even numbers in your audience groups</li> <li>- Where possible, make sure that the audience will see a variety of workshop, eg. not all on a similar topic</li> <li>- Will you pre-print name tags or write them on the day on stickers?</li> <li>- How will you identify students who cannot be photographed on the day? Eg. stickers on name tag, different colour name tag, special lanyard</li> <li>- Will you have an official Welcome to Country or just an Acknowledgement of Country?</li> <li>- If providing catering, you will need to confirm numbers, dietary requirements, discuss minimal packaging with providers</li> <li>- Risk Management Plan</li> </ul> </li> </ul> <p><b>Recruit volunteers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> You will not be able to run the day on your own, so you will need volunteers to assist with logistics</li> <li><input type="checkbox"/> Volunteers may come from your organisation, other local environmental organisations or the local community</li> </ul> <p><b>Update Kids Teaching Kids</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrange a check in with Kids Teaching Kids to make sure you have a plan in place once schools are back for Term 3 (there will be approximately 8 weeks to go!)</li> </ul>

## Term Three: July - September

July	<p><b>Send information to schools</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Send updated timetable to schools</li> <li><input type="checkbox"/> Make sure schools are aware of start/finish times</li> <li><input type="checkbox"/> Confirm student numbers</li> <li><input type="checkbox"/> Ensure that you have photo release forms</li> <li><input type="checkbox"/> Confirm student names (if you are preparing name tags)</li> <li><input type="checkbox"/> Confirm requirements from the presenting schools</li> </ul> <p><b>Media</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read pages 60-63 in <i>Inspiring the Next Young Environmental Leader</i></li> <li><input type="checkbox"/> Use the media release template provided to notify and invite media, encourage schools to do the same</li> <li><input type="checkbox"/> Encourage media in the lead up to your event, eg. showcasing schools which have undertaken an exciting or community based project</li> </ul> <p><b>Update Kids Teaching Kids</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Let Kids Teaching Kids know how schools are progressing and any exciting media stories</li> </ul>		
August	<p><b>Final confirmation with schools</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm final details with schools</li> </ul> <p><b>Volunteers/VIPs</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm details with volunteers and VIPs who will be there on the day             <ul style="list-style-type: none"> <li>- Arrival times</li> <li>- Parking instructions</li> <li>- Their role on the day, eg. spectator, formal welcome, room leader</li> </ul> </li> </ul> <p><b>Media</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Send media release to your local news outlets, eg. newspaper, radio, TV</li> <li><input type="checkbox"/> You or your schools may be able to do interviews in the lead up</li> <li><input type="checkbox"/> Try and arrange media to attend on the day, if they can't, offer to send photos that they can use</li> </ul> <p><b>Update Kids Teaching Kids</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Send final numbers, school lists and exciting stories through to Kids Teaching Kids as we can use this information in any national media outreach</li> </ul>		
September	<p><b>Organise for the day of the event</b></p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attendee list</li> <li><input type="checkbox"/> Emergency procedures/contacts</li> <li><input type="checkbox"/> Name tags</li> <li><input type="checkbox"/> School certificates</li> <li><input type="checkbox"/> Signage – parking, rooms, directions</li> <li><input type="checkbox"/> Contact details of volunteers/VIPs</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Extra stationary – textas, pens, blu-tack, sticky tape</li> <li><input type="checkbox"/> Run sheets/timetables</li> <li><input type="checkbox"/> Speech notes</li> <li><input type="checkbox"/> Camera</li> <li><input type="checkbox"/> Phone charger</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attendee list</li> <li><input type="checkbox"/> Emergency procedures/contacts</li> <li><input type="checkbox"/> Name tags</li> <li><input type="checkbox"/> School certificates</li> <li><input type="checkbox"/> Signage – parking, rooms, directions</li> <li><input type="checkbox"/> Contact details of volunteers/VIPs</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Extra stationary – textas, pens, blu-tack, sticky tape</li> <li><input type="checkbox"/> Run sheets/timetables</li> <li><input type="checkbox"/> Speech notes</li> <li><input type="checkbox"/> Camera</li> <li><input type="checkbox"/> Phone charger</li> </ul>
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3 – 7 September 2018 - Kids Teaching Kids Week!